



POLICY

on

Personal Information Protection & Electronic Documents Act (PIPEDA)

Regulation

As of January 1, 2004, the federal government is enforcing the PIPEDA (Personal Information Protection & Electronic Documents Act). The Act regulates the collection, use and disclosure of personal information.

Ontario Water Polo Association, in essence, is asking its members to allow personal information such as name, address, date of birth, e-mail addresses, telephone numbers, etc., on their families to be entered electronically on a nation-wide database. Hard copy lists are also on file at the Ontario Water Polo office. The lists are kept in a secure location to which no one other than the Ontario Water Polo staff has access. The Program Administrator is the appointed designate for overseeing the data collection process and is ultimately accountable for compliance with this policy.

Purpose of Information Collection

This information is necessary to allow our athletes to train and compete in an age appropriate environment, and to have personal information on hand when direct contact is necessary. The latter also applies to volunteers, officials and coaches.

Security & Safeguards

The Ontario Water Polo and Water Polo Canada database is secure, and personal information is not accessible to the general public.

Each club's registrar has access to the database only as it pertains to club members.

Ontario Water Polo, as the parent organization, can access personal information on all its registered members.

The Ontario Water Polo Association and Water Polo Canada uses the database to determine total registration numbers for reports to our governing bodies (e.g. The Ontario Ministry of Health Promotion). Passwords are mandatory for all identified groups to access required information.

Limited Use of Information

Personal information is not divulged to anyone without prior permission from the family. Occasionally, Ontario Water Polo provides family mailing addresses only to a bonded mailing house for the purpose of distributing specific information directly to athletes' homes. Ontario Water Polo and Water Polo Canada also accesses the information for statistical and tracking purposes of membership as well as for tournament/game results and statistics.



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Limited Use of Information (continued)

Tournament Directors need name and date of birth (DOB) for athletes entering competitions. Names, ages, and event results are published electronically as well as in hard copy format after the conclusion of competitions. Other personal information is not made available at any time without prior contact with the coach or the parents/guardians of under-aged athletes.

Consent & Withdrawal Thereof

Ontario Water Polo requires consent from each family to continue with this practice. Each club registrar should keep a signed consent form (see attached) on file for each registered member (athletes, volunteers, coaches, etc.) until such time at which a member wishes to withdraw consent or leaves the organization. **Withdrawal of consent for the use of personal information must be received immediately in writing by the Program Administrator of Ontario Water Polo.**

Personal information is kept on file for the duration of a member's participation in Ontario Water Polo programmes. At the end of each season (August 31), the data is archived and will only be re-activated for those members who re-register with the association.

Individual Access

Ontario Water Polo will be happy to provide registered individuals with their personal data as it appears on the database within 30 days of receipt of a written request.

Complaints

Complaints are to be directed to the current **SECRETARY** of the Ontario Water Polo Association who will attempt to remedy each situation as it arises expeditiously and in strict confidence.